PHILIP MORRIS U.S.A.

INTEROFFICE CORRESPONDENCE

Richmond, Virginia

To: Research Center Employees **Date:** 1997 May 14

From: Marian Z. DeBardeleben

Subject: **Records Disposal Suspension Notice – 1977 May 13**

Attached is a memorandum from the Philip Morris Legal Department indicating the suspension of disposal of records dealing with the 7th floor sidestream smoke chamber. Included is a detailed explanation of the word "document," which you must read carefully. Please initiate the appropriate actions and then file this memorandum in your Philip Morris USA Records Management Manual behind Appendix A with previous suspension notices.

If you have not copied the appropriate Central File on any of your documents, please take the opportunity to do so now.

Do not hesitate to phone me (x2876), Carla Gregory (x2879), or Charity Harris (x2411) if you questions.

Attachment

cc: R. G. Kaiser/Flavor Center
E. B. Sanders/Neuchatel

DOC CODE: R0070

Source: https://www.industrydocuments.ucsf.edu/docs/kfnk0001